

NATIONAL ENDOWMENT FOR THE HUMANITIES
FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS
BUDGET FORM AND SAMPLE BUDGET

The blank budget form provides space to request up to a four-year grant, with as many as three years of fellowship funding. A sample budget has also been provided. The budget subcategories are meant to be illustrative; applicants should substitute or add other subcategories, as appropriate.

Payments to Grantees: Stipends are limited to no more than \$40,000 per fellow (for fellows with tenure of six to twelve months), and to no more than \$20,000 per fellow (for fellows with tenure of four to five months). Applicants should not request funding for stipends during the first year of the grant.

Publicity and Selection: Applicants can request up to \$6,000 per year to defray the cost of publicity and selection. The costs associated with the designation of a cohort of NEH fellows are incurred a year before the fellows' tenure. Applicants should not request funding for these activities in the final year of the grant.

Types of grant support

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two depending on the request of the applicant and the availability of funds.

- **Outright Funds:** Outright funds are awarded by NEH and are not contingent on additional fund-raising.
- **Matching Funds:** Matching funds require a grantee to secure gift funds from third parties before federal funds are awarded. Matching grants in the FPIRI program are made on a one-to-one basis. Because matching awards enable NEH provide support to a greater number of projects, applicants are encouraged to request complete or partial support in the form of matching grants. Whenever possible, applicants requesting matching funds should identify potential sources of gift funds at the time they submit an application to the Endowment (see Eligible Gifts and Donors below).
- **Combined Funds:** Applicants may also request a combination of outright and matching funds from NEH. For example, if a project costs \$40,000, and the applicant expects to receive an additional \$5,000 from an eligible third-party donor, the applicant should request \$5,000 in matching funds. The balance of the project's costs (\$30,000) may be requested in outright funds.

NEH may offer funding at a different level than that requested. In some instances, NEH may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Cost Sharing

NEH normally can contribute only part of the funds needed to carry out projects. Cost sharing consists of the cash contributions made to the project by the applicant and third parties as well as third-party in-kind contributions, such as donated services and goods. Cost sharing includes gift money that will be raised to release federal matching funds.

Grant Period

The grant period encompasses the entire period for which NEH support is requested in the current application. All project activities and the expenditure of project funds must occur during the grant period.

Eligible Gifts and Donors

For the purpose of NEH's gifts and matching program, a gift is a voluntary transfer of money (or a noncash contribution that is subsequently converted to cash) from a nonfederal third party to the applicant without compensation or consideration in return. Only gifts that will be used to support budgeted project activities during the grant period are eligible to be matched with federal funds. Ineligible donors include the applicant who will carry out the project and any institution or individual who is involved in project activities and will receive some sort of remuneration from project funds.

NATIONAL ENDOWMENT FOR THE HUMANITIES
FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS
BUDGET FORM

I. OUTLAYS (BY YEAR OF EXPENDITURE)

	Year One	Year Two	Year Three	Year Four	Totals
Payments to Grantees		\$_____	\$_____	\$_____	\$_____
Publicity					
Printing	\$_____	\$_____	\$_____		\$_____
Advertising	\$_____	\$_____	\$_____		\$_____
Postage	\$_____	\$_____	\$_____		\$_____
Phone, Fax	\$_____	\$_____	\$_____		\$_____
Web design and posting	\$_____	\$_____	\$_____		\$_____
<i>Total</i>	\$_____	\$_____	\$_____		\$_____
Selection					
Travel	\$_____	\$_____	\$_____		\$_____
Per diem	\$_____	\$_____	\$_____		\$_____
Honoraria	\$_____	\$_____	\$_____		\$_____
<i>Total</i>	\$_____	\$_____	\$_____		\$_____
Total Outlays	\$_____	\$_____	\$_____		\$_____

II. FUNDING

NEH Outright Funds	\$_____
NEH Matching Funds	\$_____
Gifts	\$_____
TOTAL FUNDING	\$_____

NATIONAL ENDOWMENT FOR THE HUMANITIES
FELLOWSHIP PROGRAMS AT INDEPENDENT RESEARCH INSTITUTIONS
SAMPLE BUDGET

I. OUTLAYS (BY YEAR OF EXPENDITURE)

	Year One	Year Two	Year Three	Year Four	Totals
Payments to Grantees					
Fellowship Stipends		\$80,000	\$80,000	\$80,000	\$240,000
Publicity					
Printing	\$ 300	\$ 300	\$ 200		\$ 800
Advertising	\$ 1,550	\$ 1,450	\$ 1,600		\$ 4,600
Postage	\$ 250	\$ 200	\$ 225		\$ 675
Phone, Fax	\$ 300	\$ 350	\$ 275		\$ 925
Web design and posting	\$ 600	\$ 700	\$ 700		\$ 2,000
<i>Total</i>	\$ 3,000	\$ 3,000	\$ 3,000		\$ 9,000
Selection					
Travel [5 x \$200]	\$1,000	\$ 1,000	\$ 1,000		\$ 3,000
Per diem [5 x 2 x \$100]	\$1,000	\$ 1,000	\$ 1,000		\$ 3,000
Honoraria [5 x \$200]	\$1,000	\$ 1,000	\$ 1,000		\$ 3,000
<i>Total</i>	\$3,000	\$ 3,000	\$ 3,000		\$ 9,000
Total Outlays	\$6,000	\$86,000	\$86,000	\$80,000	\$258,000

II. FUNDING

NEH Outright Funds	\$258,000
NEH Matching Funds	
Gifts	
TOTAL FUNDING	\$258,000